

RESPONSIBILITIES OF THE PROPERTY MANAGEMENT TEAM AND PROGRAM PERSONNEL WITHIN THE PROPERTY MANAGEMENT LIFE CYCLE

Personnel	Determining the need	Acquiring the need	Accountability & Maintainability	Disposal
PMO and PAO with Assistance from PUO		<p>Receives, reviews and validates requisition.</p> <p>Determines supply source.</p> <p>If purchase required, passes to Procurement Staff.</p>	<p>Receives and accepts property of the Government.</p> <p>Delivers to the PCO or appropriate staff.</p> <p>Creates and processes documents & related data.</p> <p>Adjusts inventory of the custodial account.</p>	<p>Screen & Redistributes excess.</p> <p>Adjusts inventory records & other related data.</p> <p>Processes Final Disposition Action.</p>
PCO	<p>Prepares need description with Program Manager.</p> <p>Justifies and validates need with Program Manager.</p> <p>Considers use standards.</p> <p>Prepares requisition and coordinates with Program Manager.</p>	<p>Submits request to PMO.</p> <p>Interfaces with PMO for clarification and added justification when required.</p>	<p>Receives item.</p> <p>Adds to inventory for which responsible - puts item into use.</p> <p>Maintains effective maintenance information.</p> <p>Determines when no longer required.</p>	<p>Declares unrequired.</p> <p>Advises PMO of unrequired property.</p> <p>Adjusts inventory records.</p>
Program Manager	<p>Has program responsibilities.</p> <p>Determines resources needs.</p> <p>Contacts PCO.</p>	<p>Assists PCO as required.</p>	<p>Receives item.</p> <p>Accepts direct responsibilities for item as it is put into use.</p> <p>Advises PCO when no longer required.</p>	<p>Advises PCO of unrequired property.</p>